

**Exempt Recruitment Announcement****Opens: October 4, 2016 ~ Closes: 12:00 p.m. (Noon) October 24, 2016**

JOB TITLE: Typist 1
REPORTS TO: Kerry Radcliff, Editor
START DATE: As soon as possible
SALARY RANGE: Salary range of \$2,792 – 3,083 per month, DOQ
This position qualifies for health insurance, life insurance, vacation and sick hours, paid holidays, and retirement

ROLE:

Do you have an interest in working in the legislative environment? Are you detail oriented and observant? Do you have the ability to maintain the highest of confidentiality at all times? Are you willing and accepting to be flexible and understanding of our clients and their needs? If so, then you may be interested in the great opportunity to join our team at the Office of the Code Reviser as a Typist 1, located on the beautiful State Capitol Campus.

The primary responsibilities of the Office of the Code Reviser are to periodically codify, index, and publish the Revised Code of Washington and to revise, correct, and harmonize the statutes by means of administrative or suggested legislative action as may be appropriate.

The Office of the Code Reviser is also the official bill drafting arm of the legislature and provides a central bill drafting service for legislators, legislators-elect, legislative committees, joint committees, the governor, state elected officials, and agencies.

The objectives of the Office of the Code Reviser are to provide high quality services in a professional and strictly **nonpartisan** and cost effective manner. The Office of the Code Reviser seeks to foster professionalism and expertise which will result in highly accurate publication of laws and agency rules.

KNOWLEDGE, SKILLS and ABILITIES:

Our ideal candidate will need the:

- Ability to enter data from hard copy using customized formatting techniques and manipulate documents created by a variety of word processing software.
- Knowledge to store, retrieve, update, and delete documents in a computer filing system.
- Use multiple software apps to perform various computer tasks.
- Type at least 50 wpm accurately.
- Exceptional knowledge of proper spelling, grammar, and punctuation.
- Ability to answer phones and cover others desks while they are away.
- Strong organizational skills with the ability to multi-task.
- A dependable and strong work ethic, and the ability to maintain a professional demeanor at all times.

**Continued...**

- Ability to seek and follow supervisory direction as required.
- Positive attitude and the ability to be an exceptional team member.
- Ability to maintain strict confidentiality at all times.
- Ability to remain seated for most of your day, working on a computer, in an office setting.
- Ability to work more than a 40 hour work week during Legislative Session.
Must be able to work mandatory overtime during the Legislative Session that includes evenings, holidays and weekend work shifts, where leave is not typically approved unless there is an exceptional circumstance that arises.

HOW TO APPLY:

Please submit the following information by **12:00 pm, Noon, on October 24, 2016:**

- A letter of interest addressing the specific qualifications and your knowledge, skills and abilities that are applicable to this position.
- A current resume detailing your experience and/or education.
- A list of at least three professional references, including one supervisor, with company name, and current telephone numbers and/or email contact information.

Send to:

Kristin Collins, HR Consultant
Legislative Support Services
PO Box 40500
Olympia, Washington 98504-0500
E-mail: Kristin.Collins@Leg.wa.gov
Fax: (360) 786-7035
Phone: (360) 786-7337

We would prefer to receive all application packages via e-mail with attachments in either a Word document or as a .pdf.

The Office of the Code Reviser is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Kristin Collins, in the human resources office at (360) 786-7337, or e-mail Kristin.Collins@leg.wa.gov.